

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DGS1408344**

Date Posted: **09/29/08**

POSITION NO: **241482**

Closing Date: **10/10/08**

CLASS CODE: **1864**

POSITION TITLE: **Rural Addressing/GIS Technician**

DEPARTMENT NAME: **NN/Telecommunication & Utilities**

DEPARTMENT NO: **140**

WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: **N620A**

Days: **Mon-Fri**

Permanent: ☐

SALARY:

Hours: **8am - 5pm**

Temporary: ☐

Duration: **\$ 30,950.40 Per Annum**

Part-Time: ☐

No. of Hrs/Wk: **40 \$ 14.88 Per Hour**

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, works closely with the public to provide accurate physical addresses to Navajo Nation residents for the primary purpose of 9-1-1 Emergency Services. Helps create and maintain addressing for postal services, utility and delivery services, etc. and creates maps for maintaining addressing and road accuracy. Identifies land ownership, possible land divisions and location of driveways. Guidance from supervisor, state & county rural addressing and other Navajo Nation Department personnel on a need basis. Work with state, county Rural Addressing personnel and Navajo Nation representatives to discuss rural addressing tasks, guidelines, standards and implementation. Post and GPS all addresses in the field. Completes necessary paperwork involved in issuing an address, notification of landowners, relevant departments, divisions and entities of new, updated and changed addresses. Develop rural addressing standards and guidelines for the Navajo Nation. Establish and maintain effective working relationships with co-workers, other state/county personnel and public officials. Identify potential rural addressing problems and recommend resolutions.

Participate in the Rural addressing workgroups with the Navajo Nation Task Force to address tasks on a bi-monthly basis.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Associates Degree in Computer Science, Engineering or graduation from a technical school with an emphasis in GIS Technology; and

**Experience:**

Two (2) years of experience in rural addressing, GIS and GPS field or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo Nation chapter community locations and Navajo Nation land base.

Knowledge of rural addressing standards and guidelines.

Knowledge of the principles, practices and methods used in map preparation.

Knowledge of filing, indexing and cross referencing methods.

Skill in operating a personal computer within the GPS and GIS context.

Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial photographs, applicable policies and procedures and hardware and software instructions.

Skill in use of distance measuring devices, GPS units and drafting equipment.

Skill in establishing and maintaining cooperative and effective relationships with those contacted in the course of work.

Must be in good physical condition and be able to lift a minimum of 25 lbs.

Work involves field work, exposure to varying weather conditions, field work may become physical demanding driving over rural roads.

**License/Certification Requirements:**

A Valid State Issued Driver's License; must obtain a Navajo Nation Tribal Permit within 90 days of employment.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**